

Kingston Swap Shop Operations Plan

Purpose:

It is the intent of the Operations Plan to set forth rules and guidelines to ensure that the Swap Shop operates in cooperation with the operation of the Transfer Station and in accordance with the Town of Kingston Recycling and Disposal Center Regulations, while ensuring an orderly, neat and effective method for the reuse of good, sound items.

1. Hours of Operation

- a. The Swap Shop hours will be the same as the Recycling and Disposal Center hours.

2. Personnel/Volunteers

- a. The Superintendent of Streets, Trees and Parks maintains the authority for the operation of all activities at the Recycling and Disposal Center including the Swap Shop.
- b. The Recycling Committee shall be responsible for the scheduling of volunteers and assuring that the Swap Shop is operated in accordance with the conditions of the Operations Plan.
- c. Swap Shop volunteers shall make reasonable effort to ensure that all Swap Shop users have fair and reasonable access to all items in the Swap Shop.

3. Access

- a. Access to the Swap Shop shall be for Kingston residents only.
- b. All visitors to the Swap Shop will park in the marked parking spaces by the recycling bins and are limited to a maximum of 10 minutes.

4. Placement and Removal of Items

- a. Residents are responsible for placing and removing items in the Swap Shop in an orderly manner and observing all posted rules.
- b. All items in the Swap Shop will recycled after 2 weeks.
- c. No items may be stored outside the Swap Shop.
- d. Acceptance of items shall be based on available space.

5. Acceptable and Prohibited Items

- a. Acceptable and Prohibited Items are determined by safety and size. Any items considered hazardous, unsanitary, unsafe, or inoperable for their intended use are not acceptable. Prohibited items should be recycled in the appropriate recycle containers. Please see the attached lists of examples of Acceptable and Prohibited items.

PROHIBITED ITEMS

(NO SHARP ITEMS)

AIR CONDITIONERS

BATTERIES

BED SPRINGS/FRAMES

CATALOGS

CHRISTMAS TREES

COMPUTERS

CONSTRUCTION MATERIALS

CLOTHING

CUSHIONS

DEHUMIDIFIERS/HUMIDIFIERS

ENCYCLOPEDIAS

FURNITURE (UPHOLSTERED)

**GAS-POWERED EQUIPMENT (MOWERS,
BLOWERS, ETC)**

GRILLS (COOKING)

LARGE APPLIANCES

MATTRESSES

MEDICINE (PRESCRIPTION OR OTC)

MICROWAVES

MONITORS

PAINTS, VARNISHES, STAINS, THINNERS

PILLOWS

REFRIGERATORS

RUGS

STUFFED ANIMALS

TELEVISIONS

TIRES

TRASH COMPACTORS

ACCEPTABLE ITEMS

BICYCLES

BOOKS

BRIC-A-BRAC

CDs, VIDEOS

CHILDREN'S TOYS

DISHES

ELECTRICAL APPLIANCES

(SMALL, MUST WORK)

FISHING EQUIPMENT

GAMES

GLASSWARE

KITCHENWARE

KNICK KNACKS

LAMPS

MAGAZINES

MEDICAL APPLIANCES, EQUIPMENT

PICTURE FRAMES

POTS, PANS

PUZZLES

SKATES

SPORTING GOODS

TOOLS

TOYS

VIDEO GAMES

WOOD FURNITURE (SMALL)